

Baldor**Technology**Labs



Academic Information

at Westark

Student Responsibility

Each student is responsible for thoroughly reading this college catalog and becoming familiar with the policies, regulations, and procedures of Westark College.

Academic Readiness

Westark College expects students entering college-level credit courses to meet current reading, writing, and mathematics skill levels for those courses. These skill levels promote students' success. Skill levels are measured by standardized placement tests. Westark provides opportunities for students to improve their reading, writing, and mathematics skills if needed.

Reading Readiness

Students entering college-level credit courses are expected to demonstrate college-level reading readiness as measured by standardized placement tests.

Writing Readiness

Students are expected to demonstrate writing proficiency as measured by standardized placement tests.

Mathematics Readiness

Students are expected to demonstrate college-level math readiness as measured by standardized placement tests.

Computer Readiness

Students are expected to possess basic computer skills in word processing and spreadsheet applications, and accessing the Worldwide Web.

English Readiness

International students must demonstrate English fluency by scoring at least 500 on the TOEFL (Test of English as a Foreign Language).

Academic Clemency

Act 1000 of the 1991 General Assembly of the State of Arkansas requires that state colleges and universities establish policies for academic clemency for undergraduate students. Westark College has a policy whereby students who were not enrolled in a college or university for a five-year period may petition to have grades and credits earned prior to that period removed from consideration in their cumulative grade-point average. Students should contact the Student Advisement Center for petition procedures.

Students who were enrolled in Westark College during the spring semester of 1991 or thereafter are eligible to apply for academic clemency through the Student Advisement Center. If granted, academic clemency applies only while attending Westark and may not be accepted at another institution.

Academic clemency does not affect eligibility for financial aid, athletic participation, or veterans' benefits. A complete policy statement is available from the Student Advisement Center.

Academic Progress

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward degree or certificate completion is below average in terms of grade-point average. The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation.

Minimum Standards

A student must maintain the following minimum cumulative grade-point averages to maintain satisfactory academic progress.

Hours Attempted	Minimum GPA
1-15	1.50
16-29	1.75
30-over	2.00

Evaluation will be made at the end of each semester or summer term to determine the student's progress for grade-point average requirements.

All acceptable transfer work will be treated as if it had been taken at Westark.

For repeated courses, only the grade earned during the most recent enrollment is computed in the cumulative GPA. An "IP" grade is not calculated into the GPA until the end of the contract period.

Enrollment in a course with a prerequisite requires a grade of "C" or better in the prerequisite course(s) before enrolling in the advanced course.

Academic Alert

A student who is failing or near failing in a course may be sent an academic alert notice by the instructor. At that time, the student is expected to arrange an appointment with an adviser. Failure to do so will reflect negatively on the student's status should he or she be considered for academic suspension at a later date.

Probation

At the close of each semester or summer term, a student who fails to meet the Satisfactory Academic Progress Standards is placed on "academic probation." The student's enrollment category also changes to "conditional."

Normally, "academic probation" does not prevent a student from enrolling in the next semester or term unless the student was already admitted in the "conditional" category and specific grade requirements were not achieved. However, students on academic probation must participate in the Program for Academic Success for Students, or PASS, in order to enroll for future semesters at Westark. PASS is designed to assist students to achieve full academic status through a series of workshops and individual guided-study sessions. Students must "contract" with Westark to maintain enrollment eligibility by fulfilling the obligations of the contracts' "prescriptions for success."

A student who is placed on "academic probation" and then enrolls for another

semester or term must meet the minimum criteria for academic progress for that semester. At the close of that semester or term, the following possibilities exist:

1. If the student's **cumulative** GPA equals or exceeds the minimum standards, the student will be removed from "academic probation."
2. If the student's **semester** GPA equals or exceeds the minimum standards, but the cumulative GPA still falls short of the standards, the student will continue on probation. The student is then subject to restrictions prescribed by an adviser (for example, limited number and type of credit hours).
3. If the student's semester GPA **is less** than the minimum standards, the student will be suspended for at least one full fall or spring semester.

A student in academic difficulty has opportunities through "academic alert" and "academic probation" to seek advisement and academic support. The Student Advisement Center, developmental education classes, the Learning Assistance Center, and the Program for Academic Success for Students (PASS) are available for that purpose, as are the opportunities to meet with faculty during office hours.

Suspension

Having failed to meet the criteria for "conditional enrollment" or "academic probation," the student will be suspended from College for at least one full fall or spring semester. After the minimum period has elapsed, the student may seek re-enrollment by contacting the PASS specialist and completing a suspension appeal form. Re-enrollment is not automatic and is determined by the PASS specialist.

Adding of Classes/Late Registration

Registration for classes may be completed until the first scheduled class meeting of each term. To ensure maximum opportunities for student success, late registrations and schedule changes are not permitted after the first class meeting. Class changes will be authorized when there is evidence of administrative error or extenuating circumstances which justify such action or when the changes are in the best interest of the College and the student.

Waiting lists for classes will be dropped from the registration system three weeks prior to the beginning of each spring and fall semester.

Attendance

Students are expected to attend all classes. After an unavoidable absence because of illness or an emergency, students must take the responsibility for contacting instructors to make up work missed.

Attendance will be taken every class period. Each instructor's specific attendance and drop policy will be distributed with other course information at the beginning of each semester. It is the student's responsibility to know the policy and comply.

When absences exceed the number allowed by the instructor of the class, the instructor has the authority to give the student a grade of "F" at the end of the semester or to drop the student from the class by the following procedure:

1. The instructor notifies the student of his or her attendance status.
2. The student is given the opportunity to discuss his or her status with the instructor.
3. If attendance is subsequently unsatisfactory, the instructor may then drop the student from the class by notifying, in writing, the Records Office.

This procedure does not remove the primary responsibility of the student for taking official withdrawal action.

Students dropped by an instructor receive a "W" through the tenth week of a regular semester and the third week of a summer semester.

Withdrawals will end Friday of the tenth week of the regular semesters and the third week of the five-week summer terms and other five-week courses. Courses which do not correspond to these time frames will be handled on a prorated basis.

Students who are absent while representing Westark in college-related activities may be excused upon appropriate action by their sponsor. All course work missed during the absence must be made up prior to credit being received.

Auditing

Students who audit courses must be officially admitted to the College and pay the regular fee for the course. Those who audit courses will receive a grade of "AU." An auditing student may drop a course or be dropped by an instructor following normal withdrawal procedures any time during the withdrawal period and receive a grade of "W."

Ideally, students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit status or credit to audit status without permission through the fifth class day of the fall or spring semester. Summer terms and off-schedule courses will follow a prorated time period. No change will be allowed after the fifth day of class.

Individual instructors will determine the degree of participation of students auditing a course.

Changes in Student Information

It is the responsibility of all students to maintain and correct their address, telephone number, and legal name and to report any changes in information promptly to the Records Office. Failure to do so may result in undelivered grades, registration notices, invoices, invitations, and official correspondence.

The College considers information on file with the Records Office to be official. Forms for correcting student information are available from the Records Office. Legal documentation of a name change is required.

Cheating

Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; forgery; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act) is forbidden.

An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from the class. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the student's file in the Records Office.

The student may appeal either the finding of cheating or the penalty, or both, to the Academic Standards Committee within 3 days of notification (forms for this may be obtained from the Student Advisement Center). Upon appeal, a student will be allowed to continue in the class until the appeal is adjudicated. The Academic Standards Committee acts as arbitrator in such situations, presenting its findings and recommendation to the provost for review. In cases of repeated offenses, the provost may take appropriate action up to and including permanent suspension from the College or solicit the recommendations of the Academic Standards Committee. A copy of such action will be placed in the student's file in the Records Office.

Classification of Students

Freshman Class — A student who has earned fewer than thirty semester hours of credit is a freshman.

Sophomore Class — A student who has earned at least thirty semester hours of credit is a sophomore.

College Credit for Nontraditional Education

Westark College, recognizing that learning can be obtained outside the traditional classroom situation, awards college credit for nontraditional education experiences, provided evidences are properly validated and Westark offers a course in the area in which the nontraditional learning took place.

A student may receive credit at Westark through the Tech Prep program, the Advanced Placement Program (AP), the College Level Examination Program (CLEP), ACT Proficiency Examination Program (PEP), challenge exams, and military service training. Westark credit from these sources does not ensure application toward a degree at another college/university. A student planning to transfer should consult with the intended institution of transfer as to credits and scores accepted. However, credit from any combination of the sources is limited to one-half of the total credit required to complete his or her program. In any situation, credit should not exceed a maximum of thirty semester hours.

Credit awarded for nontraditional education will appear on the student's permanent record as earned credit only, without any indication of grades or quality points. However, such credit will be applied toward a degree or certificate at Westark. Credit granted by any other accredited institution, and posted on an official transcript, will be reviewed for transfer to Westark College.

College credit for nontraditional education will not be posted to an academic record until the student has successfully completed at least six semester credit hours of work at Westark College.

■ **Advanced Placement (AP)** Westark College participates in the Advanced Placement (AP) program of the College Entrance Examination Board and has authorized credit and/or placement for students who present qualifying scores in certain courses. A student seeking credit through the AP program should contact the Student Advisement Center for applicable courses and qualifying scores.

Westark College will grant credit for the AP Program based on the following placement scores:

Westark Course	Minimum AP Score for credit
American National Government (POLS 2753)	3
American History I or II (HIST 2753 or HIST 2763)	3
American History I & II (HIST 2753 & HIST 2763)	4
General Biology I (BIOL 1254)	4
Calculus and Analytic Geometry I (MATH 2805)	3 Calculus AB
Calculus and Analytic Geometry I & II (MATH 2805 & 2855)	3 Calculus BC
College Chemistry I & II (CHEM 1404 & 1414)	4
Freshman English I (ENGL 1203)	4
English I & II (ENGL 1203 & 1213)	5
Beginning French II (FORL 1214)	3
Music Appreciation (MUSI 2763)	3
College Physics I (PHYS 2803 & Lab)	3*
College Physics I & II (PHYS 2803 & 2823)	4
Beginning Spanish II (FORL 1314)	3
General Psychology (PSYC 1163)	3

*Must enroll and complete the next level sequence course with a C or better to receive credit. For other courses/scores not listed, see the Records Office.

■ **College Level Examination Program (CLEP)** Students successfully completing the subject area examinations of the College Level Examination Program with satisfactory scores may be granted credit toward a degree at Westark College. Official score reports are received from the College Entrance Examination Board, the Educational Testing Service, or the Westark Assessment Center. Inquiries should be directed to the Student Advisement Center, and the examination is administered through the Westark Assessment Center. Credit is offered in the following subjects:

American Government	College Composition*	Intro. Macroeconomics
American History I	English Literature	Intro. Microeconomics
American History II	General Biology	Intro. to Marketing
American Literature	General Chemistry	Trigonometry
Calculus with	General Psychology	Western Civilization I
Elem. Functions	Introductory Accounting	Western Civilization II
College Algebra	Introductory Sociology	

***ESSAY REQUIRED**—All students taking the College Composition test for credit at Westark must write the essay section of the test, which will be scored by the English Department at Westark.

Neither the score on this sheet nor the score report sent by CLEP reflects automatic credit.

■ **ACT Proficiency Examination Program (PEP)** Westark College offers credit for Nursing Technology I to Licensed Practical Nurses and Licensed Psychiatric Technical Nurses. Credit recommendations are based on scores achieved on the PEP test and successful completion of Nursing Technology II. Inquiries should be directed to the adviser for nursing programs.

■ **Challenge Examinations** In courses for which no CLEP examination is available, Westark will grant credit on the basis of examinations administered by the department in which the credit is to be awarded. A challenge exam must be taken prior to enrollment in the course and after payment of the challenge exam fee. Credit is offered in the following subjects:

Anatomy & Physiology I & II	CAD-2D Design Level I	Intro. to Transmissions & Drive Trains
Arc Welding I	Chemistry for Health Occupations	Life Span Developmental Psychology
Automotive Engines	Computers & Their Applic.	Maintenance of Plumbing Systems
Auto. Theory & Maint.	Electrical Circuits & Components	Microbiology & Immunology
Basic Anatomy & Physiology	Electronic Fabrication I	Solid State
Basic Machine Shop	Engineering Graphics I	Suspension & Steering
Beginning Spanish I & II	Engineering Graphics I	Technical Math
Beginning French I & II	Fundamentals of Computers	Visual Basic Programming
Blueprint Reading for Welders	Fundamentals of Electricity	WordPerfect
Braking Systems	Industrial Electricity I & II	
Business Information Systems	Introduction to Personal Computers	

Inquiries concerning additional specific courses for which challenge exams may be taken should be directed to the Student Advisement Center or the appropriate instructor.

- **Military Credit** Active duty personnel and veterans may, at their request, receive credit for validated military service training, including military service schools and USAFI courses. The recommendation of the American Council on Education, *A Guide to the Evaluation of Education Experiences in the Armed Services*, will be used in evaluating military service school training. A certified true copy of the veteran's separation papers (DD 214), an Army/American Council on Education Registry Transcript, or a request for evaluation of educational experience submitted directly from a military education services counselor should be submitted to the Admissions military adviser. USAFI college-level credit Official Reports of Educational Achievement must be mailed directly to the Records Office from USAFI, Madison, Wisconsin 53713.

Enlisted soldiers and veterans whose basic active service dates fall on or after October 1, 1981, must secure an Army/American Council on Education Registry Transcript (AARTS) by contacting an Army Education Center counselor or requesting Form 5454R from the AARTS Operations Center, Ft. Leavenworth, Kansas 66027-5073.

- **Credit for Nontraditional Education** Official verification of nontraditional credit which is recognized by an accreditation agency, such as the American Council on Education Program on Non-Collegiate Sponsored Instruction, may be submitted to the Records Office for evaluation on a course-by-course basis.

- **2 + 2 Program** A local high school student from an approved, articulated 2 + 2 program who takes two years of business or technical course work at his or her high school may receive credit through the 2 + 2 Program. The student must meet the agreed-upon qualifications and earn at least six semester credit hours within eighteen months after the date of high school graduation for credit to be validated. Inquiries should be directed to the high school counselor or 2 + 2 Office, 501-783-0616, ext. 203. Credit is offered in the following subjects; however, courses may vary according to different high schools:

Bookkeeping	Intro. to PCs	Machine Shop
Word Processing	Intro. to Spreadsheets	Welding
Calculators	Database Software	Automotive

- **NOCTI** The National Occupational Competency Testing Institute (NOCTI) may be used for validating credit in some occupational programs

College Hours/Course Load

A semester hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for sixteen weeks. In laboratory courses it is necessary to spend more time for each semester hour of credit. Students may carry up to eighteen hours fall or spring semester without special permission; however, the average is fifteen. No more than seven hours will be allowed in a single summer term and no more than a total of fourteen hours in one summer without special permission. Special permission for additional hours must be obtained from an adviser.

Credit/Transfer Guarantee

A cumulative grade-point average of 2.00 or above is required for transfer to most senior colleges. Admission requirements to a particular program may be higher than to the institution. The number of hours transferable from a community college varies from institution to institution (between sixty and seventy semester hours); therefore, a student should consult an adviser at Westark College and/or the catalog of the college to which he or she expects to transfer as soon as possible after selecting a major at Westark.

Westark College agrees to pay, or reimburse tuition, for any course printed on the student's chosen transfer program plan if the four-year institution declines to accept the course credit(s) for the degree specified on the plan and provided that:

1. The student takes and successfully completes the planned course(s) within two years of the date of signature on the transfer plan.
2. The student agrees to follow any changes in course requirements at the time of enrollment each semester. Previously taken courses are still guaranteed if following the original program.
3. A grade of "C" or better is earned for the course(s).
4. The student is accepted by and actually transfers to the four-year institution within two years from the date the transfer plan is signed.
5. The official Westark transcript is sent to the receiving institution prior to enrollment into that institution, and the course credit is officially evaluated, no later than the end of the first semester, by the Records Office and the major adviser at the receiving institution.
6. The student has met the high school course requirements for admission to the four-year institution.
7. The student has met any other specific requirements noted on the credit transfer guarantee plan.
8. The student makes a claim under this guarantee, as provided below, by the end of the first semester of enrollment at the institution stated on the transfer plan, and provided that:
 - A. The student cooperates fully with Westark College in its efforts to have the credit accepted by the four-year institution, including giving any necessary consent or releases regarding student records.
 - B. The student allows Westark College 120 days to resolve the problem. If not resolved within 120 days, immediate refund of tuition will be made.

Most colleges and universities give only a "credit" grade on their transcripts for courses passed at other institutions and do not accept grades and grade-point averages (GPAs) from other institutions. Therefore, this guarantee does not ensure that the letter grade earned at Westark College for a course will be considered by the four-year institution for determining the student's grade-point average, honors, or other purposes. It guarantees only that the four-year institution will give course credit for the degree designated on the transfer plan. This guarantee does not provide for the refund of tuition for any other course(s), any fees, or any incidental or consequential expenses or claims whatsoever. It provides only for refund of the tuition for the courses guaranteed, for which course credit was not given by the four-year institution.

To make a claim, the student must notify the dean of student and academic support services of Westark College in writing within thirty days after learning that course credit has been declined or refused by the four-year institution; the reasons, if any, given for the action; and the name, position, address, and telephone number of the person who evaluated the transcript for credit transfer or acceptance. Copies of any correspondence, transfer evaluation, or other documentation provided to or received from the four-year institution regarding the student's application must accompany the notice.

Grade Reports

Midterm and final grades for the fall and spring semesters are posted electronically on the Westark Pipeline for students review. Final grades are posted for the summer terms. Students can review and print unofficial copies of their current grades and transcripts through the Westark Campus Pipeline. For official transcripts, contact the Records Office.

Grades and Grade Points

Westark uses the following system of grading:

A	Excellent	4 quality points
B	Good	3 quality points
C	Average	2 quality points
D	Passing	1 quality point
AU	Audited	0 quality points
W	Withdrew	0 quality points
IP	In-progress	0 quality points
F	Failing	0 quality points, figures in GPA

“AU,” “IP,” and “W,” are disregarded in calculating grade-point averages except for certain financial aid purposes; the *Student Handbook* includes detailed instructions for computing both semester and cumulative grade-point averages.

For regulations concerning auditing, see the “Auditing” section in this catalog.

Competency-based programs are graded using the following system: MC - Meets Competence, EC - Exceeds Competence, or NC - No Credit.

GPA Definitions

Overall GPA: GPA for all college course work, including all transfer and all Westark courses.

Transfer GPA: GPA for transfer course work from all colleges previously attended.

Term GPA: GPA for all Westark course work for any specified term.

In-Progress Grade

A student who receives a grade of “IP” should contact the instructor immediately, if he or she has not already done so, to make arrangements for completion of the course. The instructor sets a reasonable time limit within the following semester in which the work must be completed, and a written agreement is signed by both instructor and student. If, at the end of that contracted time, the work has not been completed, the instructor changes the “IP” to an “F.”

In-progress grades not made up within one semester automatically become “F” unless both the instructor and the student have agreed to a later date. The in-progress contract cannot be extended beyond the original date without permission of the appropriate dean.

Grade Petitioning

A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, the dean of the college in which the course originates. If the student is unable to resolve the issue with the instructor or the dean, he or she may then petition the Academic Standards Committee no later than the last day of the next regular semester. Failure to act within that time period disqualifies the student from further pursuit of the matter. Grade petition forms are available in the Student Advisement Center.

Grievance Petitioning

If students have grievances concerning an instructor or a method of instruction, they should see the instructor or appropriate dean. If they are unable to resolve the grievance with the instructor or dean, they may then see the provost. A grievance must be filed within thirty days of the incident.

Matters other than instruction should be taken to the dean of student and academic support services.

High Scholarship Status/Deans' List

A student whose name appears on the Deans' List is recognized for high scholarship status. The Deans' List is composed of full-time students who have completed twelve hours or more and who have earned at least a 3.50 grade-point average (GPA) for the semester. Part-time students who have completed six hours or more concurrently also become eligible upon completion of twelve cumulative semester hours if they have both semester and cumulative GPAs of 3.50 or above. Only 1000 and 2000 level courses will be computed in the GPA.

Honors Program

The Honors Program provides a variety of activities and options to enrich and broaden the educational experience of highly motivated and talented students. Honors classes present a challenging learning environment where ideas and concepts are examined in seminar formats with small numbers of students. Honors classes explore topics in greater depth and focus on the development of fundamental abilities.

The honors faculty has identified four abilities that are at the core of a liberal arts education—Communication, Analysis, Problem Solving, and Social Interaction. The teaching and assessment of these abilities have been identified in each honors course and integrated with the regular course content. In addition to traditional grading procedures, the honors student collects work in a portfolio, which indicates completion of certain achievement levels in a particular ability. The portfolio serves as an assessment tool and verifies the student's progress through the program. It also offers prospective transfer institutions and employers a record of the student's achievement, providing evidence of the student's ability "to do something" with what he or she knows.

To enroll in the Honors Program or an honors course, entering freshmen must have a minimum ACT score of 24 and a minimum GPA of 3.5 (if honors curriculum, 3.0). Previously enrolled Westark students must have completed twelve hours of college-level academic course work, excluding courses beginning with "0," and have a minimum overall GPA of 3.25. Please contact the program director for more information.

For an associate of arts honors degree or an associate of general studies honors degree, students must complete all levels of the four abilities in two or more subject areas, complete fifteen hours of honors credit, and maintain a 3.25 GPA in all course work.

A graduating honors student will be given special recognition at the spring student awards program and will receive an honors medallion to wear at the graduation ceremony. In addition, an honors seal will be placed on the diploma and an honors stamp on the transcript of grades.

The honors curriculum consists of the following courses:

Fall honors courses

Honors Freshman English I,
ENGL 1203.H
Honors General Psychology,
PSYC 1163.H
Honors American Literature,
ENGL 2783.H
Honors World Literature I,
ENGL 2803.H
Honors Biological Science,
BIOL 1154.H
Honors College Algebra,
MATH 1403.H
Honors Introduction to Sociology,
SOCI 2753.H

Spring honors courses

Honors Principles of Economics I (Macro),
ECON 2803.H
Honors Freshman English II,
ENGL 1213.H
Honors Intro. to Speech Communication,
SPCH 1203.H
Honors Humanities Through the Arts,
HUMN 2563.H
Honors U.S. History II,
HIST 2763.H
Honors World Literature II,
ENGL 2813.H
Honors General Psychology,
PSYC 1163.H

Honors Credit through Honors Contract Option

An Honors contract allows a student to be enrolled in a regular section of a course and to develop an Honors contract with the instructor. Upon completion of the course and the contract, the student will be given Honors credit for the course. One Honors contract course may be counted as one of the five Honors courses required for the Honors degree. Courses that have regular Honors sections are not eligible for Honors contracts. Please contact the director of the Honors Program (788-7545) for specific guidelines for developing the Honors contract.

Prerequisite/Corequisite Course Requirements

Prerequisite courses must be completed with a grade of “C” or better to progress to the next course. A student will be required to withdraw from a class if the minimum grade requirement was not met in the prerequisite course.

Corequisite courses must be taken simultaneously.

Repeating Courses

A student may repeat a course regardless of whether credit hours were previously earned. In every case no more hours can be earned than would be received from one successful enrollment. If a student reenrolls for credit, an “E” (for “excluded from GPA”) will mark the original repeated course. The most recent enrollment is designated by “I” (for “included in GPA”). In determining Westark graduation qualifications, only the grade earned during the most recent enrollment is computed in the cumulative grade-point average. Acceptable transfer credit will be treated as if it had been taken at Westark College.

Transfer students are reminded that the institution to which they wish to transfer may average both the original and the subsequent grades for determining transfer eligibility.

Residency Requirements

The last fifteen hours of work for associate degrees and certificates must be taken in residence.

Transcripts

Official transcripts of a student’s work at Westark may be obtained from the Records Office in accordance with federal guidelines:

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. Requests for a transcript by mail or fax should include the name under which the student was enrolled, Social Security number, dates of attendance at Westark, and name and address of the person or institution to which the transcript is to be sent. **Telephone requests for transcripts are not accepted.** There is no charge for the first copy of a transcript, but there is a fee of \$3 for each copy thereafter.

2. Official transcripts of the student's complete permanent record are issued on "security" paper with the embossed seal of the College.
3. Transcripts which have been presented for admission or evaluation of credit become the property of Westark College as a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.
4. Transfer students should obtain, for adviser use in scheduling, a reference copy of their academic record from each institution attended.

Withdrawal from Classes

All withdrawals from class must be processed through the Student Advisement Center and the Records Office. Students who wish to withdraw from a class or change classes are governed by the following policy:

1. Withdrawals through the official reporting day are not recorded on the student's permanent record. However, any withdrawal on the first class day or after will be counted as attempted hours for financial aid purposes.
2. After the official reporting day:
 - A. Students are required to obtain both their instructor's and adviser's signatures in order to withdraw.
 - B. Students withdrawing from a credit course prior to 4:30 p.m. on Friday of the tenth week (or the equivalent) of the fall or spring semester will receive a "W" on their permanent record.
 - C. Summer term students withdrawing from a credit class prior to 4:30 p.m. on Friday of the third week of the summer term during which they are enrolled will receive a "W" on their permanent record.

Failure to attend and/or pay tuition does not constitute official withdrawal.